

**CITY OF HANOVER
CITY COUNCIL MEETING
JUNE 4, 2013 – OFFICIAL MINUTES**

Call to Order/Pledge of Allegiance: 7:00 p.m.

Mayor Kauffman called the Regular Council Meeting of Tuesday, June 4, 2013 to order at 7:03 p.m. Present were Mayor Kauffman, Councilors Pinor, Vajda, Hammerseng, Warpula. Also present were Interim City Administrator Bob Derus, City Clerk/ Asst. City Administrator Annita Smythe, Administrative Assistant Brian Hagen, Lead Maintenance Worker Scott Vogel, City Attorney Jay Squires, City Planner Cindy Nash, and City Engineer Justin Messner. Also present were Two Sheriff Deputies, Doug Voerding of the Wright County Journal Press, Chris and Sharon Reese, residents of Hanover, and two residents from neighboring towns.

Approval of Agenda:

Mayor Kauffman suggested adding an item under Old Business for the adoption of the final ordinance related to the use of electronic devices for Council packets. The item would be 5.b.

MOTION by Warpula to approve amended agenda, seconded by Pinor. Motion carried unanimously.

Consent Agenda Items:

Warpula asked to strike a portion of the May 21, 2013 meeting minutes. The line stating the Hanover Fire Department would be looking into servicing a section of Hamel. Warpula stated this would not happen.

MOTION by Pinor to approve the consent agenda with amended May 21, 2013 meeting minutes, seconded by Warpula.

a. Approve Minutes of May 21, 2013 Regular City Council Work Session Meeting

b. Approve Claims as Presented:

➤ Claims	\$ 65,480.42
➤ Payroll	\$ 6,908.89
➤ P/R taxes & Exp	\$ 2,758.65
➤ Other Claims	<u>\$ 557.07</u>
➤ Total Claims	<u>\$ 75,705.03</u>

c. Approve Contract Renewal for Delta Dental

d. Resolution No 06-04-13-69 Approving Administrative Permit for a Home Occupation

e. Resolution No 06-04-13-70 Accepting Resignation and Approving Replacement of Firefighter

f. Resolution No 06-04-13-71 Designating Emergency Manager for City of Hanover

g. Resolution No 06-04-13-72 Approving Application to Conduct Excluded Bingo

Motion carried unanimously.

Citizen's Forum:

a. Fire Fighter Recognition

The Hamel Fire Chief presented awards to Brian Gronsberg, Brian Kottke, Rich Engel, Chief Dave Malewicki, Ken Warpula, Toby Heinz, and Mike Trullinger for Blue Card training exercise they completed. The training taught the Fire Fighters how to manage large fire situations where there are multiple departments present. More importantly it taught how to assess a fire and how to determine the steps to take when controlling it. The Hamel Fire Chief praised Hanover for having a great Fire Department.

b. Vitalization Award for the Hanover Athletic Association

The Hanover Athletic Association received a Vitalization Award in appreciation for their donations to the City of Hanover for holiday lighting. In addition, in recognition of their many contributions to the citizens of the City of Hanover as a partner for numerous programs, including youth athletics, public safety, and community recreation.

There were also Pheasant Run neighborhood residents who asked for an update on the project. Engineer Messner explained the next steps in the project to them.

Public Hearings:

None

Unfinished Business:

a. Electricity in Settlers Park

Lead Maintenance Worker Vogel presented a plan for placement of electricity throughout Settler's Park. The electricity could be used for various events. Currently if electricity is needed in the park generators need to be placed in order to provide the service. Vogel recommended the Council table the decision until after the long term park plan is discussed with the Athletic Association. This would allow for a bigger project to tie together all of the parks by City Hall.

b. Hennepin County Trail Funding

Engineer Messner stated the estimated total cost for the County Road 19 Trail in Hennepin County will be \$590,000. This trail runs from the east side of the historic bridge to the edge of Crow Hassan Park. Messner stated we will receive \$216,233 for a transportation enhancement grant from the Federal Highway Administration. \$100,000 will be funded by Hennepin County, and then the remaining \$273,767 will be covered by a legacy grant through the DNR and some funding from Three Rivers Park District.

Councilor Hammerseng asked if Hennepin County or Three Rivers Park District would be obligated to finish the trail through Crow Hassan Park. Messner stated that Hennepin County would be responsible for the completion of that portion, but that Hennepin County has expressed interest in this project because it would complete their trail system in this area. Messner will follow-up for more information on those plans. Hammerseng also asked how the trail will affect the homes along County Road 19. Messner stated that permission has been granted to reduce the trail to a width of 8 ft. in order minimize the effect.

Administrator Derus also explained that this trail will need a switch back for handicapped purposes going from the trail down to the historic bridge. Staff is currently discussing options with Bank West about the portion of the land needed for the switch back.

Mayor Kauffman also asked for a quick update about the Beebe Lake Trail. Messner stated the bids are being collected and will update everyone once they have arrived.

c. Riverview Road Survey Update

Administrator Derus explained to Council that staff is still moving forward with the drainage problems on Riverview Road. He explained how this project was planned to be completed along with the Pheasant Run Project. Given the Pheasant Run project will not be having any construction work done this year, the drainage has become its own project. Engineer Messner stated the survey is complete and the planning process will be moving forward.

d. Computer Equipment Ordinance Revision

Attorney Squires presented the revised version of what was originally an ordinance allowing the purchase of I-pads (or another computer) for Council. Attorney Squires explained the revisions he made in order to be tailored towards an electronic device to substitute hard copy agenda packets.

Motion by Pinor to accept revised ordinance. **Amendment to Motion** requested by Hammerseng to change Section 3 regarding the time period that must remain on a Councilor's term to be eligible for reimbursement from 18 months as drafted to 12 months. Councilor Pinor accepted amendment to her motion. Seconded by Hammseng. Motion carried unanimously.

New Business:

a. Emergency Management Plan

Administrator Derus explained a two page Emergency Plan. He stated the two pages lay out contact information for the decision makers of the city. The plan also informs officials who to contact for addition resources in an emergency. Derus wanted to present the Council a draft of the document in order to receive feedback. He stated this document can be revised to show other details.

A discussion about equipment the city may need in an emergency was also held. Council discussed the need for backup generators. Hanover is on an equipment sharing plan with other neighboring cities. Derus explained this plan outlines the beginning phase of an emergency. Once this plan is set, then the equipment can be discussed as a separate matter.

b. Resolution No 06-04-13-68 Approving an Interim Use Permit for Keeping farm Animals

City Planner Nash outlined the permit application. Nash stated she has determined that the number of animals being asked for is within the regulated amount allowed for the size of the property. There were questions about why this is required. Nash explained that it is not clearly stated in the ordinances, but there is a sentence that shows it is required. Nash also explained that the Planning Commission members shared the same feelings about the situation. Hammerseng stated the Planning Commission approved the application.

MOTION by Hammerseng to approve the Interim Use Permit, seconded by Pinor. Motion carried unanimously.

c. Recommendation by Planning Commission to Waive Fees on Interim Use Permit

City Planner Nash explained that because the Planning Commission felt an Interim Use Permit should not have been necessary in this situation, they recommend waiving the associated fees for this applicant.

MOTION by Pinor to waive the fees, seconded by Warpula. Motion carried unanimously.

d. Review Park Board Minutes of May 28, 2013 Meeting

Mayor Kauffman stated he likes this input, and would like the Liaisons to give updates at this point. Councilor Pinor stated she was absent from the previous Park Board Meeting. Mayor Kauffman asked what happened to the hand sanitizers in the past. Vogel stated they would be tore down or used for vandalism. Warpula asked if Vogel has noticed the problem of owners not cleaning up after their dogs. Vogel stated residents have made the complaints so dog waste clean-up signs have been ordered.

e. Review Planning Commission Minutes of May 29, 2013 Meeting

None.

Reports:

City Clerk/Asst. Administrator Smythe

- Informed Council that there has been a request by the beautification committee for funds to plant the flower pots. Pinor stated she would like to get pre-approval for a budgeted amount for this in the future so permission is not needed to make the purchases. Smythe stated the request was for \$400.

MOTION by Kauffman to approve \$400 in funds to the beautification committee, seconded by Pinor. Motion carried unanimously.

- Audit is near completion and the auditors are happy with what they have seen. There will be a report given at the June Work Session

Administrative Assistant Hagen

- Complaints about long grass have started with the late spring. Staff will begin contacting the respective owners to maintain the lawns.
- New Construction permits have slowed way down because of what is regulated by our ordinances. Builders and buyers are becoming very frustrated and are hoping for answers soon.

Lead Maintenance Worker Vogel stated the late and wet spring has given him and his help the challenge of trying to stay ahead of the mowing.

Engineer Messner stated the Pavement Management Plan will be ready for the July Work Session. He also stated the GIS software is being constructed for the City.

Councilor Hammerseng stated that Mr. and Mrs. Reese were very patient through the process to receive their animal permit. Planning Commission sees the frustration and agrees there needs to be some work done to fix the ordinances.

Councilor Warpula thanked everyone for their hard work. He also stated the EDA is a fun board to be a part of.

Mayor Kauffman sought a volunteer to attend the Wright County Mayor Association meeting June 9, 2013. Warpula volunteered.

Adjournment:

MOTION by Pinor to adjourn, seconded by Warpula. Motion carried unanimously. Adjourned at 9:03 p.m.

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Bob Derus, Interim City Administrator